**COVER LETTER**

Subject: Inquiry about Graduate assistant position

April 1, 2013

Ms. Amanda Metzger  
Assistant Director, New student orientation

Subject: New student Orientation Graduate Assistant position

Dear Ms. Amanda:

This semester, I am a senior at B.M.S College of Engineering, Bangalore, India and currently pursuing my course in Computer science and Engineering. I am seeking an internship for the fall 2013. I found that this assistantship program works with juvenile delinquents and thus, writing to inquire about possible internship opportunities.

My work background and coursework have supplied me with many skills and an understanding of dealing with the basic requirements of the Microsoft suite. A volunteer in the departmental fest has given me ample skills to tabulate to the utmost detail. Also, doing a project has imbibed in me good documentation skills, which I think would benefit the same. To add, my qualifications equip me to make a contribution to the required areas of interest.

My enclosed resume provides additional details about my background.

I would appreciate the opportunity to discuss a position with you. Thank you for your consideration. I look forward to receiving your reply.

Sincerely,   
Vidya Swaroop Sreedhara Murthy  
56, 6th Cross, C.T Bed

Banashankari 2nd Stage

Bangalore-560070

Karnataka, India

vidyaswaroops@gmail.com

**RESUME**

**S.VIDYA SWAROOP**

Completed 7th semester

Department of Computer Science and Engineering

BMSCE, Bangalore

Contact no - 9986296399

Email id - vidyaswaroops@gmail.com

**Career Objective**

To work in a creative and challenging environment using cutting edge technologies where I could constantly learn and successfully deliver solutions to problems.

### Educational Qualification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Board** | **College** | **Year** | **SGPA / Percentage** |
| BE | AUTONOMOUS | BMSCE, BANGALORE | 2009-2013  (pursuing BE) | CGPA - 7.83/10 |
| PUC | Karnataka State  Pre University Education | SRI BHAGAWAN MAHAVEER JAIN COLLEGE, V.V PURAM, BANGALORE | 2009 | 71.2% |
| CBSE | A.I.S.S.C.E., CBSE | SRI AUROBINDO MEMORIAL SCHOOL,  BANGALORE | 2007 | 79.8% |

**Technical Skills**

|  |  |
| --- | --- |
| **Skills** | **Details** |
| Programming languages | C, C++, JAVA, HTML |
| Concepts | Data Structure, MYSQL, ADA |
| Operating System | Windows, Linux |
| Software | M.S Office |

**Project**

* **Hostel Management System**

A project programmed in C++ to manage the names of all the students staying in the hostel with the year of study currently pursuing.

* **Text Editor Designing**

A basic text editor designed to input characters into a file and display as required, the particular file contents.

**Position of Responsibility**

* Core committee member for Avalanche, a computer science and information science department fest.
* Volunteered in “Utsav”, the annual techno-cultural adventure fest of BMSCE.

**Extracurricular Activities**

* Sports
  + Won certificates in table tennis from school.
  + Played for the School table tennis team.
* Member of the BMSCE Mountaineering Club.

**Languages**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Read** | **Write** | **Speak** |
| **Kannada** | Yes | Yes | Yes |
| **English** | Yes | Yes | Yes |
| **Hindi** | Yes | Yes | Yes |

**Personal Details**

|  |  |
| --- | --- |
| **Father’s Name** | **S.Sridhara Murthy** |
| **Postal/Permanent Address** | **S/O S.Sridhara Murthy**  **#56, 6th cross, C.T BED,**  **Banashankari 2nd stage,**  **Bangalore - 560070** |
| **Date of Birth** | 2 May 1991 |
| **Contact number** | +91- 9986296399 |
| **Email-Id** | vidyaswaroops@gmail.com |

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

BANGALORE S.VIDYA SWAROOP